



2014 School Test Plan Checklist

Each school/campus site must submit a detailed test plan that includes the following for each school/campus. Schools may submit plan in any legible format, as long as the elements below are fully addressed.

- Testing Schedule, including subjects, grades, sessions and dates for test administration;
 - Statement affirming that all authorized school personnel involved with testing have been trained;
 - Contact information for the LEA Assessment Coordinator/Test Integrity Coordinator and the Test Chairperson/Test Monitors;
 - Student testing groups (rosters with test administrators, testing rooms, proctors) ;
 - Identification of all authorized staff involved in testing and their role in testing (including volunteers);

 - Evidence of well-defined processes and procedures for:
 - Security (including maintenance, dissemination, collection and storage) of Districtwide assessment materials before, during, and after administration;
 - Equitable and consistent administration of the assessment;
 - Reporting irregularities, complaints, or concerns in testing administration or testing security;
 - Investigating and remediating any complaint, allegation, or concern about a potential failure of testing integrity and security;
 - Monitoring school(s) during the administration of the state assessments;
 - Response to disasters and emergencies;
 - Response to student disruptions, transitions, and students needing extra time or finishing early during the testing window;
 - Response to tardy students and makeup sessions;
 - Provision of accommodations for students that require testing accommodations (IEP, 504, ELL);
 - Security and confidentiality of individual student test data; and
 - Delivery of students' test reports to schools, and to parents or legal guardians.
- *While an overview of some of these processes and procedures were in the LEA Test Plan, the School Test Plan must provide additional school-specific details about how these processes and procedures will be administered at the school site.**
- Statement affirming that the LEA/school adopts the school test plan as written

OSSE Feedback

OSSE Reviewer: _____ Title: _____
Date of Review: _____ Date Feedback Provided: _____
Comments: _____

